

Position Description: Team Leader Asset Management

PRIMARY ROLE STATEMENT

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Team Leader Asset Management will be held accountable for the development and management of Asset management strategies for Council's Roads Assets (Pavement, Bridges, Stormwater, Footpaths, Kerb & Gutter, Traffic Facilities, Street Lighting, and Road Furniture), Buildings (Council Administration buildings, Childcare centres, Depots, Amenity blocks) and Open Spaces (Parks, Sportsgrounds, Playing Fields). This position also manages the Project Control Officer to ensure that projects handed for Construction are shovel ready.

KEY DUTIES AND RESPONSIBILITIES

Effectively manage and control the multi disciplined customer focused team which will be held accountable for successful delivery of the following key frontline function;

- Asset Management Plan
- Business Process Plan
- Develop/Implement Asset Renewal Works Programs
- Asset Data Collection, Management & Analysis
- Capital Budget prioritisation and long term planning
- Project Control

The Team Leader Asset Management will;

- Prepare Assets Annual and Long Term Renewals Program
- Prepare and update Asset Management Plans and Business Process Plans
- Ensure Post Construction/Renewal Assets Data is handed over by City Construction team for inclusions in Asset Systems
- Ensure in Co-ordination with Team Leader Asset Systems that asset data is up to date in Council's Assets Systems
- Provide advise to internal departments/units (City Construction and Maintenance Team, Design, Planning) and external stakeholders (utilities, Government departments) on asset renewal plans and maintenance strategies
- Utilise road pavement expertise and advise pavement treatment options for pavement works and techniques
- Prepare contract documentation for asset condition audits for revaluations to meet the asset valuation cycle

- Prepare and maintain a strategy for selection of locations for new bus shelters and maintain a database for requests
- Manage Contractors/Consultants engaged in asset audit works
- Ensure asset condition modelling includes all relevant variables and reflects the industry accepted condition deterioration trends
- Ensure asset condition modelling is carried out on a regular basis to reflect renewals budget and/or changes to current asset condition data
- Model and predict asset outcomes to ensure optimisation is achieved
- Be a gateway for all construction projects by ensuring that projects handed over for construction are shovel ready
- Review fees and charges annually in coordination with other Unit Managers
- Apply for funding grants for road renewals such as RMS Repair Grants
- Resolve Street Lighting request for Safety Audit Committees and residents

Financial Management

- Assist in the development, management and review the annual service area budget, monitor the financial performance and ensure compliance with the financial targets.
- Provide assistance in alternative income and revenue generation, including grant and sponsorship maintenance.

Planning

- Assist in the development and implementation of business plans for the key frontline area which is consistent with the vision and values of Council.
- Work in partnership with all key stakeholders to constantly improve Council's delivery of its key frontline services.
- Ensure management strategic solutions, policies/procedures are communicated, developed and implemented across team activities/responsibilities in accordance with Council's objectives and all relevant legislation.

Leadership

- Generate innovative approaches to the use of resources and management of assets to achieve continual improvement in service to the community.
- Train, develop and motivate staff to ensure that the Assets Team objectives are effectively and efficiently achieved.
- Provide ongoing evaluation and monitoring of performance to ensure our services are delivered in accordance with the agreed business plans and service agreements.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

Fraud and Corruption Prevention

- Lead by example, acting as a role model with respect to maintaining the highest standards of ethical and transparent behaviour in all dealings, encouraging staff to adopt similar high



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to succeed



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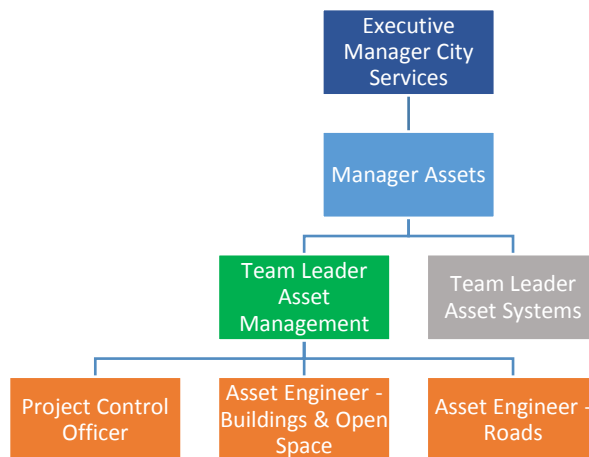
standards of conduct in this area

- Successfully gaining commitment of staff to achieve cultural change and embed best practice governance, risk management and fraud and corruption prevention into business operations.
- Implement risk based controls and procedures for prevention and detection of fraudulent and corrupt activity within the Business Unit.
- Conduct appropriate assessments and reviews of internal controls and activities to determine compliance with council's ethical conduct framework and Fraud Control Plan and provide practical remediation recommendations if issues are identified.

Work Health & Safety

- The Executive Managers, Managers, Co-ordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

ORGANISATION STRUCTURE



ABILITIES, QUALIFICATIONS, EXPERIENCE

Essential

- Degree in Civil Engineering accepted by the Institution of Engineers, Australia as member level
- Minimum 12 years experience in Civil Engineering including pavement design, renewal of pavements and the ability to apply Road Engineering principles to the selection of various treatments in differing conditions/scenarios
- Experience in conducting base level condition audits on Bridges
- Experience in the use of pavement asset modelling system for optimisation of renewals program
- Experience in the preparation of Road Infrastructure Rolling Works Program
- Experience in the Asset Management of Buildings/Facilities, Open Space such as parks, sportsgrounds and playing fields
- Experience in Street Lighting Asset Audits
- Demonstrated knowledge of the Local Government Act 1993 and the Roads Act 1993
- Effective Project Management Skills



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- Developed interpersonal skills, evaluation and problem solving skills
- Demonstrated commitments to WHS Act 2011, POEO Act 1997 and EEO Principles and Rehabilitation Policies
- Class C Drivers Licence

Desirable

- Demonstrated knowledge of the Local Government environment.

Employment Screening Required

- ☐ Qualifications verification
- ☐ Licence Check if driving Council vehicles
- ☐ Police Check

Classification	Grade 15
Job Function Group:	Professional
Reports to:	Manager Assets
Staff Reporting Responsibilities:	Yes – As indicated in the Organisation Chart
Budget Responsibility:	Yes - As per the adopted Council Operational Plan

Date:

Agreed:

[Insert Employee Name]

Employee signature



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